



INTRODUCTION

GDPR Statement **(General Data Protection Regulation Policy)**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals.

The Classique School of Dance Ltd is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parent's, visitor's and staff's personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The Classique School of Dance Ltd is committed to protecting you and your dependents' personal information. We are committed to providing a safe environment for all our customers, employees, casual and freelance workers and everybody who comes into contact with us, both physically and virtually (online).

This Privacy Statement relates to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information, including the Data Protection Act 1998 and the General Data Protection Regulations.

DATA PROTECTION PRINCIPLES

The legislation sets out various data protection principles. These include that personal information is:

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than is absolutely necessary
- Kept safe and secure
- Not transferred outside the European economic area without adequate protection

YOUR RIGHTS

The legislation conveys various individual rights. These include the following:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

WHAT INFORMATION DOES CLASSIQUE HAVE ABOUT ME?

The legislation requires that there is a clear legal basis for processing personal information. In general, Classique relies on the individual's consent in order to process their data.

When you participate in or sign up to any Classique class, activity or workshop, we may collect and store personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number and date of birth, depending on how you are engaging with us. By submitting your details, you enable us to provide you with the products or services that you have selected.

When taking pictures of students in class or filming performances, Classique ask for parental permission. Classique may use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

Classique does NOT share your personal information with third parties, unless clearly stated. We do NOT sell your data, and neither do we buy data from third parties.

GDPR includes 7 rights for individuals

1) The right to be informed

Classique is a registered Dance School and Performing Arts provider with ISTD and LAMDA and as so, is required to collect and manage certain data.

We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's full names, addresses, date of birth and Education school, along with any SEN requirements. We are requested to provide this data to Hampshire County Council if and when our students participate in performances, the ISTD and LAMDA for those students taking exams; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our Schools. We need to know visitors names, telephone numbers, email address and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Classique is required to hold data on its Teachers; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK.

This information is sent via a secure file transfer system for the processing of DBS checks. DBS Numbers and date of issue are also held on a central staffing record.

Classique Studios uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

2) The right of access

At any point, an individual can make a request relating to their data and Classique will need to provide a response (within 1 month). Classique can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the management if they are not happy with the decision.

3) The right to erase

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, Classique has a legal duty to keep children's and parent's details for a reasonable time*, Classique retain these records for a maximum of 2 years after leaving, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely on our system and deleted after the legal retention period.

4) The right to restrict processing

Parents, visitors and staff can object to Classique processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

Classique requires data to be transferred from one IT system to another; such as from Classique to the Local Authority, for performance BOPA licences, and dance Associations for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The right to object

Classique will send out marketing material relating to The Classique School of Dance Ltd (both branches), from time to time, to our students, parents and persons who have enquired about our classes. Parents, visitors and staff can object to their data being used for certain activities like marketing or research. Please inform us if you do not wish to receive this information.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Classique does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a locked filing cabinet in Classique offices (Waterlooville and Fratton). Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Classique collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically and in paper format, this information is kept in a locked filing cabinet at Classique. These records are shredded after the relevant retention period.

Classique stores personal data held visually in photographs or video clips or as files. No names are stored with images in photo albums, displays, on the website or on Classique's social media sites. Permission is given for use of such information for advertising purposes only. Photographs may be shared with third parties, such as the ISTD but no personal information is shared.

Access to all Office computers is password protected. When a member of staff leaves the company, these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Classique must;

- * Manage and process personal data properly
- * Protect the individual's rights to privacy
- * Provide an individual with access to all personal information held on them

This policy directly relates to our terms and conditions. By agreeing to our terms and conditions you are also agreeing and providing consent for The Classique School of Dance Ltd to record and store personal data for the school's purposes only. We hope you appreciate that we only store the required information relating to Health and Safety needs of our students and information pertaining to examination information.

Any questions or queries regarding any information stated above please email Classique_enquiries@yahoo.co.uk